

EFFECTIVE

August 1, 2018.

Subject(s)***FOM 722-05, Case Documentation.***

Updated requirements for the maintenance of case documentation include:

- Definitions for case record and case file.
- Circumstances that require the maintenance of case documentation.
- Uploading and retention of legal documents and signature pages in hard copy format in the case file after upload to MiSACWIS.
- Uploading and retention of vital records, photographs, and mementos.
- Rules for documents completed within MiSACWIS.
- Uploading and retention of documents completed fully or partially outside of MiSACWIS.
- Updated links to FOM 801 and FOM 803 regarding retention of medical and psychological documentation.
- Uploading and retention of education and employment documentation.
- Uploading and retention of financial documentation.

Reason: Foster care program office recommendation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 722-05](#)